GRADE Instructions

Excel File Name: GRADE DATA 04-05 – Reading First Principals Institute 2-18-05

TO SAVE GRADE FILE FROM EMAIL TO YOUR COMPUTER

- Open the excel file listed above from the email
- Click on file in the upper left corner
- Click on Save as
- Save the file to "My Documents" on your computer and/or your network user file.
- If you don't save the file to your computer, the formulas will not copy when you paste them into the new spreadsheet for your schools data.

GENERAL INFORMATION ABOUT THE GRADE SPREADSHEET

- At the bottom of the excel file you will see tabs labeled Kindergarten, First Grade, Second Grade, Third Grade, Fourth Grade, Fifth Grade, Sixth Grade, Seventh Grade, Eighth Grade, Norms, and Graphs.
- When you click on each tab you will find 6 different spreadsheets for each grade level. I set up 6 different spreadsheets to calculate totals for up to 6 teachers at each grade level. The table at the top of the spread sheet is for one teacher, the next table is for two teachers and so on until you scroll down to the last table set up for 6 teachers. In the upper left corner of each table it will tell you the grade level and the number of teachers that table is for. If you can't see all the tabs at the bottom of the spreadsheet click on the black arrows in the lower left corner of the spreadsheet to scroll to different tabs.

STARTING AN EXCEL GRADE FILE FOR YOUR SCHOOLS DATA

- Open the GRADE excel file you just saved to your workstation
- In the upper left corner of the screen you will see a button that looks like a blank piece of paper and when you place your cursor over it a message pops up that reads new.
- Click on this to start a new spreadsheet.
- Save this to your workstation and/or user file by clicking on file in the upper left corner then on save.
- Create a file name so you will be able to distinguish between the file you are creating and the one you saved on your workstation that you received in the email.

TO CREATE YOUR SPREADSHEET FOR GRADE

- Open both excel files (the one you are making for your school and the one you saved to your workstation that you were sent in the email.
- Click on the kindergarten tab.

- Find the table that corresponds to the number of teachers you have.
- Highlight the table that corresponds to the number of teachers you have in kindergarten.
- Right click on your mouse and click on copy.
- Go to your excel spreadsheet you are creating and click on cell A1
- Right click on your mouse and click on paste.
- The kindergarten spreadsheet you highlighted should appear on your spreadsheet.
- The width of the columns may be wider on your spreadsheet than they were on the table I sent you. Instructions below explain how to adjust column width.

Repeat this for the grades you want to copy and paste into your spreadsheet at each of these levels.

TO ADJUST COLUMN WIDTHS

To adjust one column:
- Place your curser on the right side of the column
- you will notice the arrow change to a vertical line
- Right click and hold
- Drag to desired width
- Release the right button on the mouse

To adjust multiple columns:
- Highlight the column by placing cursor on the letter above the column on the right or left side of the group to be adjusted
- Right click and hold, highlighting the columns to be adjusted
- Move curser to any letter corresponding to a column highlighted
- You will notice the arrow change to a vertical line
- Right click and hole
- Drag to desired width
- Release right button on the mouse

LOCKING THE TABLE: PROTECTING CELLS WITH FORMULAS

I have formatted cells in the table to protect formulas to lock the cells in your table with formulas so you don't accidentally delete them do the following:

- Go to the tools menu
- Then protection
- Click on protect sheet
- A box will appear asking you for a password. I used DIBELS as my password. Enter GRADE or another password you can remember
- Click on OK

- Reenter the password and click OK

This will lock all the cells that have formulas that calculate percentages and class totals so they aren't accidentally deleted as you enter your class data. To unlock the table repeat the procedure above but click on unprotect sheet and you will be asked to enter the password and the table will be unlocked.

ENTERING DATA

Use the GRADE Group Score Summary Report to get the GSV (Growth Scale Value)
Use the GRADE Group Diagnostic Analysis by Type Report to get the % of the class answering items correct in each subtest.

Enter the teachers name in the teacher cell. You can go on and enter it 3 times for Beg, Mid and End of year assessments

Enter the number (%) for the class percentage of items answered correctly in the column corresponding to the subtest, teacher, and assessment.

Enter the class GSV in the column on the far right.

NORMS

The norms for Kindergarten thru 5th grade are listed under the norms tabs at the bottom of the spreadsheet.

Avoid entering data in the rows with Class Difference on the left, as they have formulas to calculate grade level information that will be lost if data is entered into them.

Avoid entering data in the rows with AVG, as they have formulas to calculate class averages and the formula will be deleted if data is entered into the cell.

Cells with the dots in them are cells in subtest that were not assessed at that time and no data should be entered.

GRAPHS

On the graphs tab, you will find graphs for Kindergarten thru 5th grade.

- Enter the teachers name in the graph that corresponds to the grade level taught.
- Enter the beginning, middle, and end GSV for this teacher in the appropriate cells

- Enter the grade level averages from the chart you created above into the appropriate grade.
- Don't change the Norm GSV's. The Norms are the only difference between the graphs at each grade level.

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